



**COMMUNITY BULLETIN BOARD**

The message board is a free service provided by Charter Communications for non-profit organizations to post upcoming events. Please complete the form and either EMAIL [charterbulletins.ctne@charter.com](mailto:charterbulletins.ctne@charter.com) or MAIL form to:

Northeastern CT Community Access TV  
207 Tuckie Road  
North Windham, CT 06256

- 1. Use this form only. Do not submit a cover letter, flyer or handwritten note in its place.
- 2. Submit completed form at least 5 business days prior to desired start date.
- 3. Keep complete words on the same line; do not hyphenate words at the end of a line.
- 4. Include the basics in your message: what, when and where. Provide a contact phone number in the message, if applicable.
- 5. Messages may not be longer than one page, and must fit into the grid below, one letter per box. Spaces and punctuation each count a character.
- 6. Anonymous messages will not be shown. All messages must be accompanied by the requester's name; this name does not have to appear in the message itself.
- 7. Announcements will air for a maximum of two weeks prior to the event date.
- 8. Messages are cablecast on a first-come, first-serve basis.

Name/Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

NON-PROFIT I.D. NUMBER: \_\_\_\_\_

This announcement should run from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.


FOR OFFICE USE: Date Rec'd: \_\_\_\_\_ Date Posted: \_\_\_\_\_ by \_\_\_\_\_ Pull Date: \_\_\_\_\_.